



DATA ENTRY GUIDANCE - ENCOUNTERS

IOP ENCOUNTER/SERVICE ENTRY: The following options can be used by I-SMART full system users and data entry users when entering encounters for IOP services:

- Option 1: Enter an encounter for each group, individual or family service provided to the client. Select the appropriate ENCOUNTER TYPE for each encounter created. For full clinical system users, the progress note attached to the encounter documents the service provided.
- Option 2: Enter only one encounter for each day an IOP service is provided to the client. Select “Group Note” as the ENCOUNTER TYPE. For full system users, the group note attached to the encounter documents the times that each service was provided for that day (group, family group and individual sessions).

CRIMINAL JUSTICE I-SMART USERS: The following options may be used by criminal justice ISMART users to meet the minimum requirement set forth in the standards for the documentation of group services:

- Individual/Family Counseling Sessions: Enter an encounter for each service provided to the client. Select the appropriate ENCOUNTER TYPE for each encounter created. The progress note attached to the encounter documents the service provided.
- Group Counseling Sessions - Outpatient: Enter one encounter, at a minimum, on the last day of a group service each month to summarize the client’s group activity for the month (i.e., If the client’s last group for the month of July is on the 29th, enter an encounter on the 29th (select “Group Note” as the Encounter Type), and then in the progress note document the dates that group was provided during July and following your clinical policy and procedures for group documentation). The **# of sessions** will equal the number of groups provided for the time period documented. **Duration** will equal the total number of minutes that group was provided for the time period.
- Group Counseling Sessions - Residential: Enter one encounter, at a minimum, every two weeks to summarize the client’s group activity for the previous two weeks. (i.e., If the client’s last group for the two-week period July 29th, enter an encounter on the 29th (select “Group Note” as the Encounter Type), and then in the progress note document the dates that group was provided from July 16 through July 29th and following your clinical policy and procedures for group documentation). The **# of sessions** will equal the number of groups provided for the time period documented. **Duration** will equal the total number of minutes that group was provided for the time period.

Additionally, the following information from the *I-SMART Data Entry User Guide (July 2011)* also applies:

Encounter: All treatment services provided to a client while in treatment are entered into I-SMART as Encounters. An Encounter is to be created for each treatment service provided to the client.

- For Outpatient levels of care (Level II.5 or lower) create an encounter for each service provided (Individual Note, Group Note, Family Note).
- For Residential levels of care (Level III.1 or Higher) as date range may be used to enter per diem services.

Encounter End Date: Enter the date (mm/dd/yyyy) that the session being recorded ended.

- For Outpatient levels of care (Level II.5 or lower) the **Encounter End Date** will be the same as the **Encounter Start Date**.
- For Residential levels of care (Level III.1 or Higher) as date range may be used to enter per diem services.
- Date range must be within the **Program Enrollment** for which the encounter is being entered under.

Encounter Start Date: Enter the date (mm/dd/yyyy) that the session being recorded started.

- The **Encounter Start Date** must be on or after the date the client is enrolled in the program for which the session is being documented.
- For Outpatient levels of care (Level II.5 or lower) the **Encounter Start Date** and **Encounter End Date** will be the same
- For Residential levels of care (Level III.1 or Higher) as date range may be used to enter per diem services with the **Encounter Start Date** being the first date the client was seen that month, the **Encounter End Date** being the last date the client was seen that month.

Encounter Type: Select the appropriate Encounter Type for the service being entered:

- Individual Notes
- Group Notes
- Family Note
- 24 Hour Service